



DEPARTMENT OF DEVELOPMENTAL SERVICES  
EXAMINATION ANNOUNCEMENT



FACILITY ENVIRONMENTAL AUDIT TECHNICIAN

OPEN - SPOT

4SNCZ

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, DENIAL OF FAMILY AND MEDICAL CARE LEAVE, DISABILITY, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY AND VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION OF ANY PERSON.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

**SPOT EXAM FOR: SONOMA DEVELOPMENTAL CENTER**

**FINAL FILING DATE: CONTINUOUS**

Applications may be downloaded from the California Department of Human Resources website at <http://www.calhr.ca.gov>. Applications (Form STD. 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason.

Applications (Form STD. 678) are available and MUST be filed in person or by mail with:

Sonoma Developmental Center  
Human Resources Examination Department – Room #124  
15000 Arnold Drive  
P.O. Box 1493  
Eldridge, CA 95431

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

If you have a **disability** and need special testing arrangements, mark the appropriate box in Part 2 of the 'Application for Examination'. You will be contacted to make specific arrangements.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

**QUALIFICATIONS APPRAISAL:** It is anticipated that interviews will be held during January/February 2015.

**SALARY RANGE:** \$2,554 - \$3,201 per month

**WHO MAY APPLY:**

This is an Open Examination for the Sonoma Developmental Center- Department of Developmental Services. Anyone meeting the minimum qualifications for this examination is eligible to apply.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:**

Applicants must submit copy of license with their application. All applicants must meet the education and/or experience requirements for this examination by the final filing date indicated.

IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as 'Either' I, 'or' II, 'or' III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**THE POSITION:**

Under direction, in a developmental center of the Department of Developmental Services, administers janitor and laundry contracts on a daily basis; makes visual inspections of contractual areas assigned to housekeeping and laundry services provided by a contract; provides ongoing status reports to management; and does other related work.

**TYPICAL TASKS:**

Incumbents are part of a team responsible for administering the day-to-day routine elements of the Department's janitorial and laundry services contracts; plans and follows up on all formal visual inspections of contractual areas assigned to the housekeeping contractor; organizes, initiates, and implements all daily assignments; reviews and analyzes data, and prepares all qualitative reports and records between the contractor, Environmental Quality Control Team, and administrative management; and assures that all work elements for housekeeping services are within specifications and requirements of all licensing environmental health and accreditation standards as set forth in the janitorial services contract; serves as quality control inspector for laundry services provided by a contract. Facilities with at least three Facility Environmental Audit Technicians may identify one position to act as a lead person over at least two other Facility Environmental Audit Technicians.

**EXAMINATION INFORMATION:**

This Examination will consist of a Qualifications Appraisal Interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

**Qualifications Appraisal – Weighted 100%**

**Scope:** In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

**Knowledge of:**

1. Licensing, environmental health and ACDD standards for healthcare facilities;
2. Materials, methods and procedures for providing janitorial and laundry services;
3. Sanitation and safety measures applicable to institutional settings;
4. Use of purchase orders for supplies and equipment.

**Ability to:**

1. Inspect work areas and monitor the performance of contractors providing janitorial and laundry services;
2. Analyze and compose reports on environmental issues;
3. Communicate and work with all levels of management;
4. Analyze situations accurately and adopt an effective course of action.

SEE REVERSE FOR ADDITIONAL INFORMATION

## MINIMUM QUALIFICATIONS

Either I

Two years' experience in California state service performing duties at a level of responsibility equivalent to that of Supervising Housekeeper I or Janitor Supervisor I.

Or II

Three years' experience performing the duties of a journey person Janitor/Housekeeper/Laundry Worker/Laundrerer/Hospital Worker in either the public or private sector, one year of experience to be in a supervisory or lead-person capacity equivalent to that of a Janitor Supervisor I or Supervising Housekeeper I in California state service.

### SPECIAL PERSONAL CHARACTERISTICS:

Sympathetic understanding of and ability to work with the client

### ELIGIBLE LIST INFORMATION:

An eligible list will be established for Sonoma Developmental Center only. Eligibility expires 24 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

## GENERAL INFORMATION

It is the candidate's responsibility to contact the Sonoma Developmental Center Testing Office three days prior to the test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Developmental Services' Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available by downloading form STD. 678 from the California Department of Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov), local offices of the Employment Development Department and the examining department noted on the front.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**EXAMINATION LOCATIONS:** Locations of interviews may be limited or extended as conditions warrant.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**INTERVIEW SCOPE:** If an interview is conducted, in addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and depth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**HIGH SCHOOL EQUIVALENCE:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test. 2) Completion of 12 semester units of college level work. 3) Certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have the education equivalent to graduation from high school. or 4) For clerical and accounting classes, substitution of Business College work in place of high school on a year-for-year basis.

## BACKGROUND INVESTIGATION:

Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) a background investigation document, on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form Std. 678 that is filled out prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or to determine an individual suitability for employment.

## VETERANS PREFERENCE CREDIT:

Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

FAIRVIEW  
DEVELOPMENTAL CENTER  
2501 Harbor Boulevard  
Costa Mesa, CA 92626  
Public: (714) 957-5121  
TDD: (714) 957-5246

LANTERMAN  
DEVELOPMENTAL CENTER  
3530 Pomona Boulevard  
Pomona, CA 91768  
Public: (909) 595-1221  
TDD: (909) 595-3971

PORTERVILLE  
DEVELOPMENTAL CENTER  
26501 Avenue 140  
Porterville, CA 93258  
Public: (209) 782-2087  
TDD: (209) 781-7822

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15000 Arnold Drive  
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